



Deleting or Re-dating News Items Copied from Another D2L Course – D2L Tutorial

This tutorial is designed for faculty who have previous experience using the News tool in D2L. For further information or assistance, go to our [Team Dynamix Support portal](#) and click the appropriate Category to submit a ticket.

Scenario

This tutorial will cover the steps involved when you wish to delete and/or re-date News Items you have copied over from another D2L course (for example, from a previous term).

Steps

1. Copy **News Items** (or All Components) from a past D2L course into your current D2L course, then go to your course homepage.
2. Click on the **News** widget drop-down menu (down arrow) and select **Go to News Tool**.

The screenshot shows the D2L course homepage for 'Training Course 03'. The top navigation bar includes a home icon, the CAMOSUN logo, the course name 'Training Course 03', and several utility icons (grid, mail, chat, notifications, user profile, settings). Below the navigation bar, there are links for 'Course Home', 'My Tools', 'Edit Course', 'Accessibility Report', and 'My Media'. The main content area features a 'News' widget with a dropdown arrow. A red box highlights the dropdown arrow, and a red arrow points to the 'Go to News Tool' option in the dropdown menu. Other options in the menu include 'New News Item', 'Reorder News Items', 'RSS', 'Notifications', 'Style this widget', and 'Collapse this widget'. To the right of the News widget is a 'Territorial Acknowledgement' section with a photo of a landscape and text about Camosun College's location on traditional territories.



- To delete items, click on the select box next to those items in the table, then click **Delete** at the top of the table.

Course Home My Tools ▾ Edit Course Accessibility Report My Media

News

[New Item](#) [More Actions ▾](#)

Search For... [Show Search Options](#)

	Title	Start Date	End Date	Status
<input checked="" type="checkbox"/>	Wrapping up FLO ▾	Nov 6, 2020 7:00 AM	-	Published

It's hard to believe our 5 weeks are coming to an end. So, to wrap things up a bit, we would like to reflect a bit on our own journey here.

First, we can't forget all your introduction videos. You took up the challenge, some of you using a new tool for the first time, and it was great to see all your faces and get to know a bit more about you.

- To re-date News Items, click the down-arrow next to a News Item and select **Edit**.

As you review the content in the **Hub** module, you will note that you have each been assigned to a team with whom you will lead a week-long "mini session." Each of us (as your main facilitators) is assigned to work with 2 of your teams during the 5 weeks, to support you as you prepare your own facilitating online experiences. Emily will be working with the Week 2 Team (Diversity) and Week 4 Team (Collaboration), and Robin will be working with Week 3 Team (Responsive Facilitation) and Week 5 Team (Reflection). We will be a bit more responsive to our groups' queries, especially as they approach the deadline of their week. We will be facilitating activities on the Sunday evenings before their weeks begin.

If you do need to contact us for more personal nature, please feel free to email us, preferably using the D2L email tool. If you have other questions we would be happy to help. Please email to our external email accounts, so won't miss anything). All Discussion Topic so everyone can see them.

Thank you again - we will be back regularly, so keep an eye out!

Robin and Emily

	Title	Start Date	End Date	Status
<input type="checkbox"/>	Welcome to FLO Fundamentals! ▾	Sep 30, 2020 10:21 AM	-	Published

Your FLO Facilitators, Emily Schudel and Robin Fast, are excited about the course, the topic, and the prospect of getting to know you better. This course runs from October 5 until November 6.

To begin, look in the top menu bar and click on My Tools --> Content. Within the Hub module you'll see the Course Handbook -- this is a good place to start.

20 per page ▾



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5. Scroll down to the **Availability** section, then click the calendar and the time boxes under **Start Date** to reset the release date for the News Item. Click **Update**. Your News Item will appear in the **News** widget on the course homepage on the date you have selected.

Availability

Show Start Date

Always show start date

If unchecked, the start date will be visible only in the News tool to users with permission to edit news.

Start Date

End Date

Remove news item based on end date

Attachments

Additional Release Conditions

Things to Remember

News Items will appear on the date and time you have set their **Availability** for. If you create a **New News Item**, it will appear immediately unless you set a **Start Date** and time.



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